

Landlord's Guide

Standard Services	Tenant Find	Rent Collection	Full Management
	5% + VAT 6.25% inc VAT	8% + VAT* 9.6% inc VAT	10% + VAT* 12.0% inc VAT
Free valuation	√	√	√
Discuss local market conditions	√	√	√
Professional photos taken of the property	√	√	√
Creation of a persuasive advert	√	√	√
Property marketed on relevant online portals	√	√	√
'To Let' advertising board at Landlord's request	√	√	√
Arrange and accompany viewings	√	√	√
Find a suitable tenant	√	√	√
Draw up a legally binding tenancy agreement	√	√	√
Advise on preparing the property for a tenancy	√	√	√
Collect and register deposit with an approved scheme	√	√	√
Assist to set up Standing Order Mandate for rent		√	√
Collect and remit rent		√	√
Chase rent arrears		√	√
Liaise with landlord & tenant at renewal or termination		√	√
Deal with day to day management and repairs			√
Update utility providers with tenant details			√
Hold a set of keys throughout the tenancy			√
Provide an emergency out of hours service			√
Arrange annual Gas Safety Certificate renewals			√
Arrange electrical safety tests, smoke and CO alarm tests			√
Manage the end of tenancy and/or renewal process			√
Accompanied check out			√
Deposit adjudication and release			√

* plus £400 introduction fee upfront. Fully refundable in the unlikely event that Alan Ives is unable to source a tenant for the property within 6 months

118 Plumstead High Street
London
SE18 1SJ

T: 020 8854 0101
E: enquiries@alanives.com



Additional Fees

Optional and Non-Optional fees. Prices are inclusive of VAT unless otherwise stated.

HMRC submissions for non-resident landlords	£25 per quarter
Professional Inventory	from £108; dependant on size of property
Accompanied Tenant Check-In	£90
Insurance claim handling	£250 or 10% of settled amount if >£1,000
Arranging refurbishment for works >£1,000	10% of ex-VAT cost of work
Additional property inspections (at Landlord's request)	£25 per inspection
Out of cycle rent review	£75
Renewal Tenancy Agreement	£100
Arranging key cutting	£10 per key
Key Holding (excludes Full Management Service)	£5 per month
Submission of claims for unresolved deposit disputes	£120
Not proceeding with an agreed tenancy	£800 plus third party fees
Serving an N5B Possession Order	£550 plus court fees
Repossession by Bailiff	£220 plus court fees
Court Attendance	£200 per hour
Submission of claims for unresolved deposit disputes	£120

118 Plumstead High Street
London
SE18 1SJ

T: 020 8854 0101
E: enquiries@alanives.com

